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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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## Subject: Real Estate Management Program

Responsible Office: Facilities Engineering and Real Property Division

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## Appendix A. Definitions

**A.1 5-Foot Line - Site Development and Utilities Outside 5-Foot Line.** Includes costs normally associated with developing the site, such as site clearance and demolition, earthwork and landscaping, storm and sanitary sewers, mechanical and electrical utilities, roads, bridges, marine facilities, and airfield pavements. Also, includes construction costs associated with testing, excavation, removal, and treatment and disposal of hazardous contaminated soil, water, or groundwater.

**A.2 5-Foot Line - Building/Structure Within 5-Foot Line.** Includes construction costs for the facility including all architectural/structural, mechanical, and electrical work and the associated collateral equipment.

**A.3 Acquisition.** Permanent and nonpermanent transfer of rights in real property to NASA. Permanent transfer includes transfer by purchase, condemnation, gift, and transfer from another Federal agency. Permanent acquisition is recorded as NASA-owned property in the RPMS. Nonpermanent transfer includes transfer by lease, right of way, easement, permit, or license. Nonpermanent acquisition is not recorded as NASA-owned property; rather, it has other designations in the RPMS.

**A.4 Bargain-Price Purchase Option.** A provision allowing the Government to purchase a leased property for a price that is lower than the expected fair market value of the property at the date the option can be exercised. The purchase price includes the value of any rebates or income to NASA or the Government resulting from purchase of the asset.

**A.5 Beneficial Occupancy Date.** The date a facility or real property asset is accepted for use.

**A.6 Building-Type Equipment.** Equipment that is normally required to make a facility useful and operable. It is built in or affixed to the facility in such a manner that removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators, HVAC (heating, ventilating, and air-conditioning) systems, transformers, and compressors, and other like items generally accepted as being an inherent part of a building or structure and essential to its utility. It also includes general building systems and subsystems such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.

**A.7 Buildings.** Constructed assets, each with four walls and a roof.

**A.8 Built-in or Large, Substantially Affixed Equipment or Property.** The unit of equipment or property of any type other than building-type equipment that, whether part of the original construction or modification, is built in, affixed to, or installed in real property in such a manner that, if it were to be removed, the Center cost, including special foundations, unique utility services, or facility restoration work would exceed \$100,000.

**A.9 Capital Improvements.** Modifications to existing PP&E that cost \$100,000 or more and extend its useful life by 2 years or more or enlarge or improve its capacity or otherwise upgrade it to serve needs different from, or significantly greater than, those originally intended.

**A.10 Capitalized Assets.** Assets with a unit acquisition cost of \$100,000 or more and an estimated useful life of 2 years or more, which are not intended for sale in the ordinary course of operations, have been acquired or constructed with the intention of being used or being available for use by NASA, and have alternative future use.

**A.11 Capital Lease.** Property in-lease that is equivalent to an installment purchase of property. In accordance with OMB Circular A-11, "Preparing and Submitting Budget Estimates," (Section 33 and Appendix B), for all lease-purchases and leases of capital assets, there must be sufficient budgetary resources up front to cover the present value of the lease payments discounted using U.S. Treasury interest rates. Any in-lease that does not meet the criteria for an operating lease and is not a lease-purchase is considered to be a capital lease.

**A.12 Collateral Equipment.** Includes building-type equipment, built-in equipment, and large substantially affixed equipment normally acquired and installed as a part of a facility project; includes items meeting the GSA definition of "related personal property." The removal of such equipment would impair the usefulness, safety, or environment of the facility and would involve substantial cost because of the special or unique services required for the initial installation.

**A.13 Current Replacement Value (CRV).** The CRV of a facility is the total escalated value of the original cost in present-day dollars. The CRV is not an estimated cost to rebuild or replace the facility, but is the book value of the asset escalated by the Building Cost Index (BCI) found in the Engineering News-Record, a McGraw Hill publication.

**A.14 Demolition.** Planned destruction of a NASA real property asset. After demolition, the asset is removed from the RPMS.

**A.15 Disposal.** Permanent disposition of NASA real property by sale or transfer to another entity. The asset is removed from the RPMS after the sale or transfer is complete.

**A.16 Easement.** A type of in-grant or out-grant that grants the right to use real property for a specific purpose. It may be temporary or permanent.

**A.17 Enhanced Use Lease (EUL).** EUL authority allows Federal agencies to enter into real estate agreements that grant, by lease to others, the use of underutilized real property including land, buildings, and other structures. EUL allows the agency to retain and use the proceeds derived from the lease.

**A.18 Excess Real Property.** Real property under NASA control for which there is no current or foreseeable NASA requirement and which may be transferred to another agency or to a private party. Determination of excess status is made by the Center Director of the reporting Center and approved by the Director, FERP Division. Property that is scheduled for demolition is not considered excess.

**A.19 Federal Real Property Profile (FRPP).** The online system that houses the Federal real property inventory data. Agencies must report data annually by either submitting an XML file in a predetermined format or by entering the data manually into the FRPP system.

**A.20 Holding Agency.** The agency responsible and accountable for property purchased for the United States from its appropriated funds or acquired by transfer from other Government agencies, donations, or other means.

**A.21 In-Grant.** Nonpermanent transfer of real property rights to NASA by means of lease, easement, permit, or license. It is recorded as an "In-Grant" in the RPMS with the type of agreement selected. It is recorded as an "In-Grant" and "Lease" in the RPMS.

**A.22 In-Lease.** A type of in-grant where NASA is the lessee/tenant and has the exclusive right to the property owned by the lessor/landlord for a specified period of time.

**A.23 Interim Facility Requirement.** A short-term (not to exceed 3 years) requirement for facilities caused by peaks in NASA missions or to satisfy other urgent requirements pending approval and funding via the normal construction of the facilities budget cycle.

**A.24 Land Improvements.** The cost of nonpermanent, depreciable improvements to land used in general operations. Also includes similar costs to land subject to stewardship reporting, as well as land rights of limited duration that are associated with general operations. The distinction between land and land improvements is that while land has an indefinite life and is nondepreciable, land improvements have an estimated useful life (definite life) and are capitalized and depreciated. Examples of land improvements include the cost of parking lots, driveways, fences, and lawn and garden sprinkler systems.

**A.25 Lease.** A type of in-grant or out-grant where the owner of the property (the "lessor") grants to a lessee by written agreement the right to exclusive possession of the property by the lessee for a defined period of time. The lease may contain provisions or conditions restricting the use of the property to ensure conformity with NASA mission.

**A.26 Lease-Purchase.** A type of lease in which ownership of the asset is transferred to NASA at, or shortly after, the end of the lease term. Such a lease may or may not contain a bargain-price purchase option.

**A.27 Leased Property.** Property under the control of NASA through in-lease, permit, license, or other arrangements.

**A.28 Leasehold Improvements.** NASA-funded costs of long-term capital improvements (for more than 3 years) to leases, rights, interests, and privileges relating to land not owned, but held, by NASA, such as easements, rights-of-way, permits, use agreements, water rights, air rights, and mineral rights. Leasehold improvements also include NASA-funded costs of improvements made to land, buildings, structures, and facilities, as well as easements and rights-of-way, where NASA is the lessee or the cost is charged to a NASA contract.

**A.29 Lessee.** Tenant: a person or group to whom a lease is granted.

**A.30 Lessor.** Landlord: a person or group who grants a lease.

**A.31 License.** A type of in-grant or out-grant where nonexclusive authority is granted to an individual or organization to do a specified act or acts on the licensor's real property, without acquiring any estate in the property. A license authorizes an act that would otherwise constitute trespass.

**A.32 Maintenance Costs.** Recurring, noncapital expenses for repair and upkeep of buildings or other structures, including infrastructure, to minimize life-cycle maintenance and repair costs, maintain facilities and equipment at the desired level of reliability, and maximize safety. Reported annually for each reported asset into the Federal Real Property Profile (FRPP).

**A.33 Memorandum of Understanding/Memorandum of Agreement (MOU/MOA).** A type of in-grant or out-grant that grants authority to another Federal agency to use the licensor Federal agency's real property.

**A.34 Noncollateral Equipment.** Noncollateral equipment, when acquired and used in a facility or test apparatus, can be severed and removed after construction without substantial loss of value or damage to the equipment or the premises where it is installed. Each such item is considered separately in relation to the capitalization criteria. Noncollateral equipment is recorded in account 1750.0100, Government Owned Government Held Other Equipment.

**A.35 Operating Costs.** Recurring noncapital expenses for day-to-day operations of buildings and other structures, including infrastructure; includes utility costs and maintenance costs. Reported annually for each reported asset into the FRPP.

**A.36 Operating Lease.** An in-lease in which ownership of the asset remains with the lessor during the term of the lease and is not transferred to the Government at, or shortly after, the end of the lease term; the in-lease does not contain a bargain-price purchase option; the lease term does not exceed 75 percent of the estimated economic life of the asset; the present value of the minimum lease payments over the life of the lease does not exceed 90 percent of the fair market value of the asset at the beginning of the lease term; the asset is a general purpose asset rather than being for a special purpose of NASA, and is not built to the unique specifications of NASA as lessee; and there is a private sector market for the asset. Additionally, multiyear service contracts and multiyear purchase contracts for expendable commodities will be considered to be operating leases.

**A.37 Other Structures.** Includes costs of acquisitions and improvements of structures and facilities other than buildings. For example, airfield pavements; harbor and port facilities; power production facilities and distribution systems; reclamation and irrigation facilities; flood control and navigation aids; utility systems (heating, sewage, water, and

electrical) when they serve several buildings or structures; communications systems; traffic aids; roads and bridges; railroads; monuments and memorials; and nonstructural improvements such as sidewalks, parking areas, and fences.

**A.38 Out-Grant.** Nonpermanent granting by NASA of the use of NASA real property by others by means of lease (including EULs), easement, permit, license, Space Act Agreement, or MOU/MOA. The NASA real property is retained and recorded as an "Out-Grant" in the RPMS.

**A.39 Out-Lease.** A type of out-grant where NASA is the lessor/landlord and grants exclusive right to the lessee/tenant for use of the property for a specified period of time. The NASA real property is retained and recorded as an "Out-Grant" and "Lease" in the RPMS.

**A.40 Permit.** A type of out-grant for a specific limited use.

**A.41 Public-Private/Public-Public Ventures (PPVs).** PPVs are out-grants of NASA real property to either private entities such as a company or organization or to a public entity such as a State or local government in which use and control of real property are provided to the tenant (whether private or public) for a set term of years for an agreed-upon rent payment.

**A.42 Real Estate.** For the purposes of this NPR, real estate refers to the ownership interests in real property and may include fee simple ownership, leasehold agreements, easements, licenses or permits, or reversionary rights.

**A.43 Real Property.** For the purposes of this NPR, real property means land, buildings, structures, other structures and facilities, and leasehold improvements. "Real property" also includes installed collateral equipment (i.e., building-type equipment) as defined in NPR 9250.1, Chapter 2 and the end items listed under Facilities Classification Code Group 630. Real property is capitalized when it has a unit acquisition cost of \$100,000, has an estimated useful life of 2 or more years, is not intended for sale in the ordinary course of business, is intended to be used or available for use by NASA, and has an alternative use.

**A.44 Real Property Accountable Officer.** A Government employee designated by proper authority to be responsible for establishing records for and maintaining the real property charged to the accountable area or jurisdiction.

**A.45 Real Property Management System (RPMS).** NASA's automated method for recording, maintaining, and reporting real property data using the World Wide Web (restricted access). Information concerning every real property asset under NASA's management and control can be found in the RPMS. It contains information on the property itself, such as a brief description of the property, utilization of the property, and condition of the property. It also contains information on all real property transactions that take place or have taken place within NASA.

**A.46 Real Property Under Management Control.** The property for which NASA is the holding agency or for which NASA has custody and control.

**A.47 Real Property Record File.** The property record files managed by the RPAO at the Center that contain original and hard copies of real estate actions and includes, but is not limited to, NASA forms, drawings and plans, copies of deed, transfer agreements, and leases and other out-grants.

**A.48 Relocatable Buildings.** Buildings or other enclosed structures used as working space, shelter, or to store equipment and other personal property, and which are designed to be easily erected, dismantled, moved, and reused. This includes office/house trailers, prefabricated modular structures, tents, rigid and nonrigid inflatable structures, and similar structures. Specifically excluded from this definition are built-in-place, preengineered metal buildings, wood-frame buildings, and mobile equipment such as communications vans or trailers. Excluded structures and vehicles are acquired through the normal facility or equipment approval process, as appropriate.

**A.49 Repair Project.** Any project that keeps an asset in useable condition, including preventative maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life. Repair projects exclude activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended.

**A.50 Scoring.** An analysis relevant to in-lease of real property by NASA in which the in-lease is determined to be a capital lease or an operating lease. The determination drives whether the lease costs must all be budgeted in the first year of the in-lease or if they can be spread over the life of the in-lease. Discussed in Section [7.10](#).

**A.51 Signing Official.** A NASA employee delegated the responsibility to execute agreements for NASA.

**A.52 Utilities Systems.** Heating, sewage, water, and electrical systems that serve several buildings or other structures of an installation. When these systems serve a single building, the utility systems' costs are included in the cost of the building. Includes heating plants and related systems, gas lines, sewage plants, storm and sanitary sewer lines, water treatment plants, wells, pump houses, reservoirs, and pipelines. Also includes electrical substations, standby or auxiliary power plants, lighting structures, and conduits.

Terms Used in Space Classification and Measurement Definitions of Room and Space Types

**A.53 Conference.** Permanent conference space for periodic assembly, characterized by the basic ability to seat personnel, coupled with the required media or devices. Conference space integrated with executive offices will be reported as executive office space.

**A.54 Executive Office/Suites.** Office suites for Center Director, Deputy Center Director, and other senior managers which include reception and secretarial area, small conference space, and other administrative space directly associated with the executive's office.

**A.55 Functional Categories.** Space or open areas generally bound by the supporting walls of the structure.

**A.56 Laboratory.** Room or rooms in which electronic, chemistry, life sciences, medical, bioscience, physics, photographic, or other research, development, evaluation, or test activities are conducted. Laboratories are generally single-story rooms characterized by special utilities and built-in or portable instruments and equipment. Laboratory space may include small, incidental office areas (such as desk space).

**A.57 Miscellaneous.** Rooms or space in which activities, other than those previously

classified, are conducted; include visitor information, reception, libraries, banks, cafeterias, concessions, security, fire protection, post office, and similar activities.

**A.58 Office.** Typically a single-story room with desks, tables, chairs, files, bookcases, and small, generally portable office, scientific, or test equipment in which management, administration, design engineering, and business activities are conducted. Office space includes circulation space integrated with secretarial offices.

**A.59 Operational.** Space for dedicated mission activities such as mission control or launch activity. Does not include office or conference spaces associated with mission activities.

**A.60 Other Space.** Space in buildings used by personnel other than civil servants and contractors. Includes subcontractors and employees of independent organizations (retail, services, etc.) or armed services personnel not assigned to NASA; also academia.

**A.61 Room.** Interior space enclosed by walls and/or partitions and separated from other similar spaces.

**A.62 Shop-Industrial.** Space in which carpentry, electrical, plumbing, electronic, welding, metalworking, or other trades are conducted. This includes maintenance, fabrication, manufacturing, or repair activities. Shop-industrial space is characterized by conventional machines and equipment peculiar to the shop or industrial environment. Shop-industrial space may include small, incidental office areas.

**A.63 Storage.** Rooms or space in which files, film, tapes, supplies, or equipment not in use are stored; includes stock, warehousing, and shipping and receiving activities.

**A.64 Storage - Administrative.** Rooms or space in which files, film, tapes, or supplies are stored.

**A.65 Storage - Warehouse.** Rooms or space where equipment not in use is stored; includes stock, warehousing, and shipping and receiving activities.

**A.66 Technical.** Space in which assembly, instrumentation, test, checkout, launch, control, data reduction, computer, calibration, or similar activities are conducted. Technical space is frequently characterized by multistory or high-bay features and large, installed, and often sophisticated equipment. Technical space may include small, incidental office areas.

**A.67 Training.** Space dedicated to classes for training personnel to improve mission support and performance.

**A.68 Transient.** Space for personnel that is not permanently assigned to the Center but for whom space is required on a recurring, periodic basis. This includes space for personnel such as astronauts and visiting scientists. Designation of space as transient requires Headquarters approval. The space is generally used for offices or administrative functions.

### **Terms Used to Report Area Measurements**

**A.69 Gross Area.** The sum of the floor areas included within the outside faces of exterior walls for all stories or areas that have floor surfaces. Although gross area is not in the FUP, the following basis for measurement is established in the event this type of information is required to support special project needs or to more easily determine net

usable areas:

- Gross area is computed by measuring the perimeter of exterior walls, disregarding cornices, pilasters, and buttresses that extend beyond the wall face.
- Gross area includes basements (except unexcavated portions), floored attics, garages, enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and main/common corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms will be included whether within or outside the exterior face lines of the building.
- Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies, that rise above single-floor ceiling height, will not be included in the gross area, nor will unenclosed roofed-over areas or floored surfaces with less than 6 feet, 6 inches clear headroom be included, unless they can be designated properly and used as either net usable, mechanical, circulation, or custodial areas.

**A.70 Gross Area Classifications for Construction Areas.** That portion of the gross area that cannot be put to use because of the presence of structural features of the building. Precise computation of construction area is not contemplated under these definitions since some construction features are included in the computation of other areas. However, total construction area will be determined by assuming it to be the residual area after the net usable, circulation, custodial, and mechanical areas have been subtracted from the gross area. Examples of features normally classified as construction areas include exterior walls, firewalls, partitions, and unusable areas in attics, basements, or comparable portions of the building.

**A.71 Gross Area Classifications for Custodial Areas.** The sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

- Custodial area includes such areas as janitors' locker rooms, closets and storerooms, and building maintenance and operating engineer control areas.
- Custodial area is computed by measuring from face to face of enclosing walls.

**A.72 Gross Area Classifications for Mechanical Areas.** That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

- Mechanical area includes, but is not limited to, air duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public). No adjustments are made for minor projections or alcoves that may distort the net usable area of the building.
- Mechanical area is computed by measuring from face to face of the walls, partitions, or screens enclosing the area.

**A.73 Net Usable Area.** The sum of all areas on all floors of a building comprising all functional categories (e.g., civil service, contractor) usable by and assignable to an occupant.

- Net Usable Area includes auditoriums, computer rooms, cafeterias, concessions, conference rooms (joint use), credit union offices, garages, health units and first aid rooms, kitchens, loading platforms, telephone operator areas, and telegraph

operator rooms.

- The areas excluded from the Net Usable Area consist of custodial, circulation, mechanical, and construction areas.
- The Net Usable Area will be computed by measuring from face to face of the walls or partitions enclosing the area. When walls or partitions do not enclose areas of the functional categories, measurements will be taken to an assumed line that separates the spaces. No adjustments are made for minor projections or alcoves that would distort the Net Usable Area of the building.

**A.74 Total Allocated Net Usable Area.** The enclosed Net Usable Area of a building, excluding custodial, circulation, mechanical, and construction areas, measured in square feet.

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